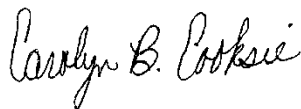


For: FSA Employees

**WebTA Employee Entry and Activity Reporting System Training and Implementation**

Approved by: Associate Administrator for Operations and Management



**1 Overview**

**A Background**

WebTA T&A software was selected by USDA in FY 2007 for agencies to use. T&A software was implemented initially with timekeeper entry only. Plans are now finalized for implementing employee entry for WebTA T&A's. With this change, it is now possible to integrate the Activity Reporting System with the payroll software.

**B Purpose**

This notice provides information on the following:

- employee training format and availability
- WebTA and Activity Reporting System implementation
- Questions and Answers (Q&A) Sessions
- timekeeper immediate action.

**2 Training Format and Availability**

**A Training Availability Dates**

Training for the initial implementation of WebTA Employee Entry and Activity Reporting System will be available for all employees with Level 2 eAuthentication to access on the following dates:

- AgLearn required training videos will be available **May 19, 2010**, and must be completed by **June 16, 2010**
- Supplemental Training posted on the BPMS Training web site is available now and may be viewed at employee's convenience.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2010	All FSA Employees; State Offices relay to County Offices

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### 2 Training Format and Availability (Continued)

#### B Required Training

A link to the applicable training videos will be posted in employee's learning plans in AgLearn. The training will be required by all employees, including supervisors and timekeepers. Other employees delegated to supervisor or timekeeper roles as back-up will be required to complete the supervisor and/or timekeeper training as well.

**Employee training** is for all full-time, part time, permanent, and temporary employees with Level 2 eAuthentication. The following training videos shall be completed by employees:

- FSA Introduction to WebTA
- FSA Activity Reporting System for:
  - State and County Employees
  - Headquarters Employees
- FSA WebTA Employee Entry Demonstration.

**Supervisor training** is for all supervisors and their delegates. FSA WebTA Supervisor Demonstration is the training video for supervisors.

**Timekeeper training** is for all timekeepers and their delegates. FSA WebTA Timekeeper Demonstration is the training video for timekeepers.

Any employee who does not have all the required training assigned to their learning plan shall do the following in AgLearn:

- sign into Aglearn at <http://www.aglearn.usda.gov>
- CLICK "Learner Login" and enter eAuthentication User ID and Password
- CLICK "Catalog" at the top of the page
- under the Subject Area Menu, expand the "AgLearn Original Courseware Structure" by clicking the > symbol on the left of the title
- scroll down to "Farm Service Agency" and expand by clicking on the > symbol on the left
- CLICK "Human Resources Management".

A list of available training will be displayed. Locate the applicable WebTA/Activity Reporting training courses.

CLICK "Add to Learning Plan" on the right to save training course in learning plan or CLICK "Launch Training" if training is to be completed immediately.

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### 2 Training Format and Availability (Continued)

#### C Supplemental Training

Additional training is available that supplements the video training with added detail.

The following Power Point modules are posted on the BPMS web site training page located at <http://fsaintranet.sc.egov.usda.gov/bpms/zoneWebTA.html>

- Module 1 – FSA WebTA Employee Introduction includes:
  - WebTA Overview
  - Roles and Responsibilities in WebTA
  - ARS Overview
  - BPMS Overview
  - Training
- Module 2 – FSA Activity Reporting System includes the following:
  - Accounting and Matrix Use
  - Programs in ARS
  - Activities and Tracking Time
- Module 3 – FSA WebTA Employee Entry includes the following:
  - Time & Attendance Process
  - Navigation Screens for Employee Entry
  - Work Schedules
- Module 4 – FSA WebTA Employee Leave and Premium Pay Requests includes the following:
  - Leave
  - Premium Pay
  - Transaction Codes
- Module 5 – FSA WebTA Supervisors' Responsibilities includes the following:
  - Delegating
  - Leave
  - Premium Pay
  - Activity Reporting

## 2 Training Format and Availability (Continued)

### C Supplemental Training (Continued)

- Module 6 – FSA WebTA Timekeeper Functions includes the following:
  - Delegating Timekeeper Status
  - Searching & Selecting Employees
  - Adding Employees
  - Adding Accounting Codes
  - Moving Employees
  - Special Situations
  - Leave Transfer.

### D Training Job Aids

Several job aids have been developed to assist employees in understanding the training and aid in implementing Employee Entry of WebTA and Activity Reporting. The job aids are posted on the BPMS web site training page. Information on uses follows the link to each job aid.

A larger copy of the Program-Activity Matrix has been delivered to each office location. Legal sized matrix may be printed from the BPMS training page if needed. The Transaction Code and Program Listing job aid has been combined into 1 laminated desk reference with copies provided for each employee for implementation. Each employee should print an Activity Dictionary (print 2 sided/black and white) and an Activity Worksheet before beginning training. These job aids will be referenced during the training and employees shall locate their copies before beginning the training. The Activity Dictionary and an example of a completed Activity Worksheet will be added to 21-AO at a future date.

### E Other Training Support

The BPMS training page also provides links to resources for employee access to web sites and/or documents that provide helpful information on WebTA.

As questions are received and answers and solutions developed, a Frequently Asked Questions (FAQ) section will be made available on the BPMS training page to provide timely information.

### F WebTA Development Web Site

During the training period, all employees are encouraged to access the WebTA Development web site. The link to the web site is <https://wtadev.nfc.usda.gov/usda/>. Employees, timekeepers, and supervisors may practice all of the actions demonstrated in the training using their own data. It is safe to complete all actions as no actions completed are submitted to NFC for processing. The development web site does generate e-mail notifications, the same as the production web site, however, these notifications identify that they are from the development web site. Employees may want to alert their supervisor that they may receive e-mails from WebTA before accessing the web site. Timekeepers will be notified if the WebTA development web site is taken offline and when it is back online.

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### 2 Training Format and Availability (Continued)

#### G State Office Action

State Offices should designate points of contact for WebTA and Activity Reporting System.

#### H Contact and Support Information

For questions about this notice that require immediate response concerning:

- WebTA, follow the procedure in place for payroll questions
- Activity Reporting System, send an e-mail to the Activity Reporting System Helpdesk at **RA.DCWashing2.FSA-BPMS**.

**Note:** This mailbox will be monitored from **7 a.m. through 6 p.m.** EDT from **June 7 through July 2, 2010**. State Offices should designate points of contact to relay questions from employees in their State. Sender will receive a prompt response to questions. If the question cannot be immediately answered, a verification of receipt that the e-mail was received and an estimated timeframe for the answer will be provided. In addition, all questions and answers will be posted on the BPMS training web site FAQ option mentioned in subparagraph E.

### 3 WebTA Employee Entry and Activity Reporting System Implementation

#### A Implementation Date

The implementation date for WebTA Employee Entry and Activity Reporting System is **pay period 12 which begins on June 6, 2010, and ends on June 19, 2010**. For pay period 12 **only**, the WebTA system will **not** be available for data entry until **June 14, 2010**.

Employees shall begin manually tracking their time and activity beginning **June 7, 2010**, for entry into WebTA when the system is available. All employees will be expected to complete the required training and fill their T&A record in WebTA with time worked, leave taken, and program and activity data during pay period 12 by no later than noon, **June 21, 2010**.

**Note:** After **pay period 12**, employee T&A data will be available for edit after the prior pay period T&A data has been certified by supervisor and system build occurs.

#### B Q&A Session

Plans are underway for several Webinar Q&A Sessions to be held the week of June 14, 2010. Additional information will be provided at a later date.

#### 4 Timekeeper Immediate Action

##### A Accounting Code Accuracy

The accuracy of payroll and program-activity information is dependent upon the accounting assigned to each employee's T&A Profile in WebTA. **If invalid or incorrect accounting is entered for an employee it will result in not only the payroll but all work completed by that employee not being credited back to the correct office.**

##### B Validation of Each Employee's Correct Accounting Code

The accounting information provided in 21-AO, paragraphs 21 and 22 shall be followed to validate the accounting for each employee on the office payroll list. Each office location has a distinct Organizational Code which is found in 98-FI. The information provided in 21-AO references the appropriate exhibit in 98-FI to be used, if required, according to the office location of the employees on the payroll lists.

**Note:** A timekeeper may have employees with several organizational codes if assigned to different offices.

Once the correct code is determined for the employees on the payroll list, follow the timekeeper instructions provided in subparagraph C to view the accounting in WebTA for each employee and to add correct accounting when errors are found. The latest version of WebTA by NFC may have downloaded invalid codes that have previously been deleted. It is important that this action be completed by all timekeepers before implementation of WebTA employee entry. **Each employee should have only 1 accounting code. Any invalid codes listed for an employee should be deleted.**

##### C Verification of Each Employee's Accounting Code in WebTA

To verify accounting, timekeepers shall access WebTA and CLICK "Accounts – Account Table" on the Timekeeper Main Menu. The Active Accounts Screen will appear and a drop-down list of employees in the timekeeper's list will appear. If timekeepers are assigned the role of delegated timekeeper for another timekeeper's employee list, they shall only perform the following actions for the employees for whom they are official timekeeper:

- select each employee one-by-one
- if **only** the correct accounting code appears, no action is needed so proceed to the next employee on the payroll list
- if **both** the correct accounting code and an invalid code appear, then CLICK "DEL" in the column left of the invalid code to delete
- CLICK "Save", then CLICK "Return" to proceed to the next employee on the payroll list

#### 4 Timekeeper Immediate Action (Continued)

##### C Verification of Each Employee's Accounting Code in WebTA (Continued)

- if the valid code **does not** appear then select Edit Account Descriptions and the Account Creation Wizard Screen will be displayed
- use the valid accounting information determined from 21-AO and 98-FI to populate the fields

**Note:** It is very important that uppercase letters be used for any alpha entries in the accounting codes.

- CLICK "Save".

##### D Updating Employees T&A Profiles in WebTA

After verification of all employees accounting codes on the payroll list, timekeepers shall return to the Timekeeper Main Menu and perform the following actions:

- search for employees from the Search for Employee Screen and if you are:
  - not a delegate for another timekeeper, CLICK "Search"
  - are a delegate for another timekeeper, open the drop-down menu and select your name from the timekeepers listed and then CLICK "Search"
- select employees one-by-one and:
  - CLICK "T&A Profile" from the options listed and the T&A Profile Screen will be displayed
  - scroll down to the Accounting information area and select "Stored Account (NFC)" to view the Account line from the drop-down menu
  - verify that the account is valid then CLICK "**Manual Account Entry**".

**Note:** It is critical that Accounting is set to "**Manual**" in the Employee T&A Profile for each employee. The functionality of Activity Reporting System in WebTA is affected if accounting is set to Local or NFC Stored. Also, the accounting code is not visible on the employee T&A Data page for verification by supervisor unless manual is selected.

Scroll to the bottom of the screen and CLICK "Save". The employee list will be displayed. Proceed to the next employee.

If anything other than the valid accounting code appears for any employee's T&A Profile, return to the steps in paragraphs B and C.

#### 4 Timekeeper Immediate Action (Continued)

##### E eAuthentication Reminder

Timekeeper shall access each employee's "Employee Profile" to verify that an internal eauthentication ID has been established. If an internal ID has **not** been established for an employee, the employee will not be able to access WebTA Employee Entry.

For employees who do not have internal ID entry in their "Employee Profile", timekeeper shall, for:

- National Office employees - contact HRD to obtain a 20 digit WebTA eAuthentication Internal ID
- State and County Office employees – contact the State Office.

##### F Instructions for Obtaining Level 2 eAuthentication ID's and Passwords

If eAuthentication ID and password have not been established for:

- new employees:
  - they will receive an e-mail from the eAuth Help Desk after HRD creates the employee's EmpowHR operator ID and password and enters the employee's e-mail address into EmpowHR
  - after accessing the web site, click on the hyperlink in the e-mail to access the eAuthentication web site and activate their employee account
- existing employees, they must receive a Registration e-mail to register for an eAuthentication employee account with Level 2 access.

**Note:** If employees do not receive or no longer have the registration e-mail, do the following:

- contact an FSA Registration Lead
- access <http://www.eauth.egov.usda.gov/AgencyRegistrationLeads.html> to display a list of Agency Registration Leads.